



Tool Box Meeting Form

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Meeting Held On:					
Meeting Conducted By (supervisor(s))					
HSR in Attendance (Safety Rep)	Yes		No		
Issues to be covered					
Others Issues Addressed					
Outcome					

Signed (print) _____
Signature _____

Date: ____/____/____
Month Day Year

Please sign the attendance list on the reverse side

Tool Box Meeting Attendance Sign-in Form

I, have received a briefing of the day's work activities that included the associated hazards and control measures are those hazards. I comprehend the details to my level of understanding and have had the opportunity ask questions and have them answered to my satisfaction. I further understand that a time hereafter if I have questions regarding the matter I may require a supervisor or instructor for further explanation.

[illegible]